

C F W F

Canadian Farm Writers Federation

Constitution and By-Laws

As amended:	November, 1959	Reprinted:	1967
	November, 1965		1971
	November, 1977		1978

Proposed amendments: to be discussed at the annual general meeting on September 16th, 2006 in Winnipeg, MB.

THE CANADIAN FARM WRITERS FEDERATION

CONSTITUTION

NAME

Article I The name shall be The Canadian Farm Writers Federation (hereinafter called "The Federation")

OBJECTS

Article II The objects shall be:

1. To organize and unite into one National body, all individuals who are engaged *in preparing and presenting* agricultural editorial *and promotional* material for *use in print, broadcast, telecast, Internet, or other media* so that they may combine their efforts to encourage improvement in and development of Canadian agriculture and rural life. *Anyone so engaged shall be deemed to be a farm writer for the purposes of The Federation and its Constitution.*
2. To promote a better understanding of the food supply system by other sections of society.
3. To secure co-operation from news sources in providing the information and material required to carry out the objectives of the Federation.
4. To advance the status and welfare of farm writers through:
 - A) promoting the exchange of ideas on improved methods of presenting agricultural information.
 - B) establishing a uniform national code of professional ethics for farm writers to which all shall be expected to adhere.
 - C) *fostering professionalism and appropriate training for existing and potential farm writers; and*
 - D) such other means as are considered advisable.
5. *To represent Canadian farm writers in national and international organizations with like-minded objects and to pay dues to such organizations upon direction of the membership as passed at an Annual Meeting of the Federation.*
6. *To conduct an annual awards program which recognizes and fosters excellence in farm writing.*

MEMBERSHIP AND FINANCES

Article III

1. Membership in the Federation shall be open to any provincial or regional association of farm writers with objectives similar to those of the Federation.
2. Applications for membership shall be made in writing to the Executive Council of the Federation and shall be submitted for approval at the Annual Meeting of the Federation.
3. There shall be no fee payable on making application for membership in the Federation.
4. The funds necessary to carry on the work of the Federation shall be provided through annual fees to be collected and paid by the member associations *and such other means as the Executive Council may determine from time to time*. The fees from each Association shall be on a per capita basis.

EXECUTIVE COUNCIL AND OFFICERS

Article IV

1. The governing body of the Federation shall be the Executive Council, composed of one *or more persons* from each *member* association *as determined by Section 5. 1 of the By-Laws*, plus two members-at-large, one representing Western Canada associations and one representing Eastern *Canada* Associations; plus the Immediate Past President, and any Officer who is an eligible member which the Executive Council may name from outside its own ranks.
2. The News Letter Editor shall be appointed annually and be *an ex officio* members of the Executive Council.
3. The Executive Council shall elect annually persons to fill the offices of President, Vice-President and Secretary-Treasurer.
4. An honorary committee, to be known as The Senate, will comprise the past presidents of the Federation. This Senate will meet at the call of its chairman, the *most* Immediate Past President *in attendance*, at least once immediately prior to or during the Annual Meeting. The Senate will have no official capacity other than as an advisory committee or as a study group at the call of the Executive Council.

CHANGES OF CONSTITUTION AND/OR BY-LAWS

Article V

The mode of repealing, amending or enacting the Constitution and By-Laws shall be:

1. Any repeal, amendment of, or addition to the Constitution and/or by-laws may be made if supported by two-thirds of the votes cast by the delegates present at the annual meeting.
2. Notification of proposed changes in the Constitution and/or by-laws may be given by the Executive Council of the Federation, or provincial or regional member associations, and must be in the hands of the Federation Secretary 80 days before the annual meeting.
3. The Secretary of the Federation shall forward copies of all proposed changes to the member associations at least 60 days before the annual meeting at which they are to be considered.
4. No amendment, deletion from or addition to the Constitution or by-laws of the Federation shall be enforced or acted upon until the approval of the annual meeting has been obtained. Changes of the Constitution or by-laws become effective immediately after they have received approval.

BY-LAWS

MEMBERSHIP OF THE MEMBER BODIES

Section 1

1. All the classes of membership of the member associations shall be recognized by the Federation
2. All members of the member associations shall share on an equal basis in the activities of the Federation, except that Associate members of the member bodies shall not be eligible for election to the office of President or Vice President of the Federation.

FEES

Section 2

1. Each member association shall pay an annual fee to the Federation in an amount to be fixed at the annual meeting.
2. Each member association shall submit, along with the annual fee, a complete list of its members in good standing by classes.
3. All fees shall be payable to the Secretary-Treasurer of the Federation and shall become due on *January* 1st. Member associations whose fees are not paid by *July* 1st will be deemed in arrears.
4. A member association shall be removed from the membership roll of the Federation on *August* 1st, if after receiving notification of its arrears position in writing from the Secretary-Treasurer, it has not paid its fee. If such an association wishes to be re-instated as a member of the Federation it shall make application as a new member. If the application is approved, re-instatement would follow upon payment of all outstanding debts to the Federation, and the current year's fees.

EXECUTIVE COUNCIL

Section 3

- 1 The Executive Council shall have general charge of the affairs of the Federation.
2. The Executive Council and officers shall be elected as set forth in Article IV of the Constitution.
3. Members of the Executive Council shall hold office for one year, relinquishing their duties immediately after adjournment of the annual meeting.

4. The Executive Council may delegate such of its duties as it sees fit to the officers of the Federation, and may appoint, at any time, committees for specific purposes.
5. Persons who have served on the Executive Council shall be eligible for re-election; however, they may not hold the same office of the Federation for more than 2 years in succession. "Office" in this instance refers to President and Vice-President, only.
6. The incoming Executive Council each year shall assemble, in the first instance, at the call of the Immediate Past President, who shall preside during the election of officers. The Past President shall then turn the meeting over to the new President. Thereafter, the Executive Council will assemble at the call of the President. *Meetings of the Executive Council may include meetings using electronic media where Executive Council members have been notified at least seven (7) days in advance.*
7. Vacancies on the Executive Council and in the offices of the Federation shall be filled either by election at an Executive Council meeting or by appointment by the President. If the person being replaced is one of the ~~six~~ members who represent member associations, his/*her* vacancy on the Executive Council shall be filled by a member from the same association.
8. A quorum of the Executive Council shall be four (4) representing a majority of the member associations.
9. The Executive Council shall have the power to expend such monies as it may consider necessary to conduct the ordinary affairs of the Federation. It shall determine how accounts are to be kept and payments made. All Federation expenses shall be properly supported by voucher or other satisfactory explanation of payment.

DUTIES OF OFFICERS AND EXECUTIVE MEMBERS

Section 4

1. It shall be the duty of members of the Executive Council to:
 - A) attend all meetings,
 - B) act as Chair of Federation Committees,
 - C) keep in close touch with the work and activities of the association they represent, and
 - D) act as liaison between the Federation and the association they represent on matters of Federation program and general policy.
2. The President shall preside at all meetings of the Federation and of the Executive. He/*She* shall authorize meetings of the Federation and the Executive Council when necessary, and perform the usual functions of such office.
3. The Vice-President of the Federation shall exercise the rights and powers of the President in the absence of the latter.

4. The Secretary-Treasurer shall keep the Minutes of all meetings of the Executive Council and at regular or special meetings of the Federation. He/She will deliver such minutes to his/her successor in office. He/She shall perform other specific duties as prescribed in the Constitution and By-laws of the Federation, as well as the customary duties of such office, and shall be responsible for collecting the annual dues from the member associations as prescribed in the Constitution and By-laws of the Federation. He/She shall keep a record of all receipts and disbursements of the Federation, and shall present an audited financial statement for the fiscal year at the annual meeting.

NOMINATIONS FOR THE EXECUTIVE COUNCIL

Section 5

1. *Each member association shall be entitled to annually appoint one of its members to the Executive Council, such appointment to be provided in writing prior to the annual meeting of the Federation, to take effect immediately upon the conclusion of the annual meeting. Any association with a paid membership exceeding 80 members at the time of the annual meeting shall be entitled to but not required to appoint a second member to the Executive Council on the same terms as the first member.*
2. *Delegates at the annual meeting shall elect two “at-large” directors, one of which is to be a member of a Western Canada association (Manitoba & west) while the other is to be a member of an Eastern Canada association (Ontario & east). “At large” nominees may be recommended by the Executive Council, nominated in writing prior to the annual meeting by a member association and/or nominated and seconded from the floor at the annual meeting. If necessary, separate elections shall be conducted for the Eastern and Western at-large directors. All members of member associations in attendance at the annual meeting shall be entitled to vote in each election.*

FINANCIAL REVIEW

Section 6

1. *A third-party shall be appointed each year at the annual meeting from among the membership of member associations to carry out a financial review of the books of the Federation. Their duty shall be to verify and certify as to the correctness of the financial statements presented at the annual meeting.*

OFFICIAL AND FISCAL YEAR

Section 7

1. The official and fiscal year of the Federation shall commence *January 1st* and end *December 31st*.

ANNUAL MEETING

Section 8

1. The Executive Council shall fix the place of the annual meeting of the Federation, subject to confirmation by delegates at each annual meeting respecting the meeting place for the following year.
2. *Any fully paid up member in good standing of a member association is entitled to vote at the annual meeting or any special meeting of the Federation.*
3. *Twenty members as defined in Section 8.2 above, provided they include at least one representative of a majority of the member associations, shall constitute a quorum for any annual or special meeting of the Federation.*
4. On all voting a simple majority rule shall be practiced, except where otherwise specified in the Constitution and By-laws.
5. The presiding officer may call for a show of hands or a ballot. A ballot shall be taken if requested by any delegate or member of the Executive Council.
6. Resolutions, passed at the annual meeting shall be, in effect, recommendations for action to the Executive Council. The Executive Council shall report at the following annual meeting on the action taken with respect to each resolution.

RULES OF PROCEDURE

Section 9

1. Business at all meetings of the Federation and at meetings of the Executive Council of the Federation shall be conducted in accordance with Robert's Rules of Order.